

pick up those inmates transferring from the Facility to other GDC facilities at this site. Pick-up and delivery of inmates will be necessary on all GDC transfer days. Currently transfers are done twice each week but this is subject to change.

- b. Provide transportation for outside of Facility inmate work details.
- c. Provide transportation for all inmate needs to include medical care and court appearances and transportation to local bus stations upon discharge.
- d. Conduct and document an annual safety inspection of all vehicles transporting inmates.
- e. Maintain vehicles in proper operating condition in accordance with manufacturer's maintenance schedule.
- f. Develop a vehicle replacement schedule consistent with maintenance and safety considerations.

V. Incident Reporting

Comply with GDC SOP IIA04-0002.

W. Inmate Work

- 1. Keeping inmates productively occupied is a very important component of a medium security facility. The Contractor will provide a work program which offers inmates meaningful work opportunities in order to learn the value of work and acquire positive work habits. The Inmate work procedures will comply with the following:

- a. General Requirements

- (1) All inmates classified as able to work are assigned a work detail within two weeks of arrival at the Facility.
  - (2) Each able-bodied inmate shall be required

to be in a productive activity (to primarily be work details but include education, structured recreation, counseling and the daily four (4) mile walk health maintenance programs) eight (8) hours per day, (except Saturdays, Sundays and legal holidays). The standard work week shall consist of forty (40) hours for all inmates except those assigned to functions such as meal serving, and seasonal activities or when emergency conditions exist.

- (3) All inmate work details should be operational as weather permits and in compliance with Board Rule 125-3-5.04 Work Conditions.
- (4) All work assignments are made by the Facility Classification Committee to ensure that inmates have the proper skills, security clearance, and no significant medical limitations prior to assignment to a detail in accordance with GDC SOPs IIC02-0002, IIC02-0003 and IIB03-0004.
- (5) The Contractor must establish and maintain an active Safety and Accident Prevention Program to include "Right to Know" requirements.
- (6) All necessary equipment (i.e., gloves, rubber boots, goggles, helmets, safety vests, hand/power tools, first aid kits, port-a-potties, work signs, inmate detail clothing and replacement clothing as described in GDC SOPs IVA01-0008, IVA01-0009, IVA01-0010 and IVA01-00011' is to be furnished by the Contractor.
- (7) All outside details will contain a maximum of 12 inmates per Officer. Inside details will contain a maximum of 25 inmates per Officer.
- (8) Contractor cannot generate a profit from inmate work activities.

- (9) Inmates must be supervised by staff, never by another inmate.

b. Outside Facility Work Details

- (1) Contractor must operate outside details on a not for profit, cost reimbursement basis. All Contracts for such details will be with political subdivisions such as cities and counties. The Contractor will be responsible for determining the number of such details, and for developing the contracts. Specific procedures will be established prior to the Service Commencement Date.
- (2) All outside details will contain a maximum of 12 inmates per Officer.
- (3) Security precautions for outside details will be commensurate with those in GDC SOP IIB03-0004.

II. Inmate Services

A. Access to the Courts

The Contractor will provide a system to allow inmates to access the courts. This system must meet all minimum constitutional requirements.

B. Health Services

1. Provide a program of comprehensive health services in full compliance with GDC Health Services Program and Service Delivery Requirements (See Attachment M).

2. Comply with the following:

GDC SOPs: VH02-0007, VH03-0002, VH04-0001, VH15-0004, VH17-0001, VH17-0002, VH17-0004, VH21-0001, VH25-0001, VH30-0001, VH30-0003, VH30-0004, VH30-0007, VH30-0009, VH30-0011, VH31-0001, VH32-0001, VH33-0001 through 0006, VH66-0001, VH67-0001, VH67-0002, VH67-0004, VH67-0005, VH75-0001, VH78-0001, VH78-0002, VH78-0003.